



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

26 MAR 2007

IMNW-LNW-PA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #17-07, Post Marquee

1. REFERENCES. AR 360-1, 5 September 2000, The Public Affairs Program.
2. PURPOSE. To establish the U.S. Army Maneuver Support Center and Fort Leonard Wood Post Marquee Policy.
3. POLICY/PROCEDURES. Any unit, organization, or agency on Fort Leonard Wood may submit announcements of upcoming events to the Public Affairs Office (PAO) for posting on the Post Marquee, located at the Sverdrup Gate in and out bound lanes median. Announcements must be of interest to or affect the majority of the post population. Announcements will be accepted from off-post, non-profit organizations that do not discriminate on the basis of race, color, religion, sex, national origin, age, and/or mental/physical handicap on a space-available basis only, if their activities are of interest and open to post personnel. No commercial or personal messages will be displayed.
 - a. Requests must be submitted through the Central Tasking Branch (CTB) located in the Public Affairs Office. An electronic CTB Request form must be completed and can be found at the Public Affairs website, www.wood.army.mil/pao under "Contact Information". The form must include the event, date, time, location, preferred display dates, event telephone information number (if any), and name and telephone number of the point of contact (POC). Request must be as brief as possible due to the display limitations of the marquee. There is no room for full sentences or multiple themes per request. Due to space limitations, no requests will be accepted to announce multiple activities for an event over a sustained period.
 - b. The PAO must receive request at least 5 days before requested display date. Requests must be sent by email to ATZTPAO@wood.army.mil with the subject "CTB Request".
 - c. Official military, brigade level or higher, activities such as change of command, unit arrivals or departures normally will take priority. All other messages from on-post activities will be prioritized by date of receipt by PAO. The PAO will notify the POC within 1 working day of receipt if any marquee requests cannot be supported.
 - d. The PAO reserves the right to edit messages for clarity and/or brevity. Requests for marquee messages can be included or combined with requests intended for the GUIDON, the post's command access channels and outside media.
4. SUPERSESSION. This policy supersedes the previous command policy #17-02, Post Marquee, dated 11 July 2002, and is in effect until superseded or rescinded.

LMNW-LNW-PA

SUBJECT: Command Policy #17-07, Post Marquee

5. PROPONENCY. The proponent of this command policy is the Public Affairs Office, 563-4145.



WILLIAM H. MCCOY
Major General, USA
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions,
Companies, Detachments, Tenant Units,
Directorates, and Personal Staff Offices